

Retention and Classification Report

Agency: Washington City (Utah) (1273)

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Records Officer Danice Bulloch

24609	Annual audit and financial report
28653	Board of adjustment case files
24614	Cemetery records
85010	City Council minutes
28652	Conditional use permits
24615	Council minutes

AGENCY: Washington City (Utah)

SERIES: 24609

3

TITLE: Annual audit and financial report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 12/09/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Washington City (Utah)

SERIES: 24609

TITLE: Annual audit and financial report

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington City (Utah)

SERIES: 28653

3

TITLE: Board of adjustment case files

DATES: 1975-

ARRANGEMENT:

DESCRIPTION:

These records support the Board of Adjustment's function to hear petitions for land use variances (Washington City Code 9-4A-7(2013)). These records document the board's approval or denial of the request (9-4A-8(2013)). Information includes the application as well as all required exhibits.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 1.

AUTHORIZED: 02/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

AGENCY: Washington City (Utah)

SERIES: 28653

TITLE: Board of adjustment case files

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Washington City (Utah)

SERIES: 24614

3

TITLE: Cemetery records

DATES: 1858-

ARRANGEMENT: Alphabetical by name thereunder chronological by date

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Washington City (Utah)

SERIES: 24614

TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington City (Utah)

SERIES: 85010

4

TITLE: City Council minutes

DATES: i 1909-

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 12/09/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1909 through 1978.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Washington City (Utah)

SERIES: 28652

3

TITLE: Conditional use permits

DATES: 1985-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records support the Planning Commission's function to make recommendations to the agency concerning conditional land use (Washington City Code 9-3-1(2013)). These records document the approval or denial of a petition and any required mitigation measures. Information includes the application as well as required exhibits and studies (Washington City Code 9-17-3(2013)).

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 2.

AUTHORIZED: 02/20/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Washington City (Utah)

SERIES: 28652

TITLE: Conditional use permits

(continued)

APPRAISAL:

Historical

These records document the development and use of land and as such have historical value.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Washington City (Utah)

SERIES: 24615

3

TITLE: Council minutes

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 12/09/2002

FORMAT MANAGEMENT:

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AGENCY: Washington City (Utah)

SERIES: 24615

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public